

The City Bridge Trust

Bridging Divides: Application for a grant



About your organisation

Organisation Details

Name of your organisation: St Augustine's Community Care Trust	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Richmond	
Contact person: Ms Jen Clarke	Position: Business Manager
Website: http://www.homelinkdaycare.co.uk	Social Media Accounts: twitter.com/homelink01 and www.facebook.com/homelinkdayrespitecentre
What Quality Marks does your organisation currently hold? Investors in People	

Legal Status

Legal status of organisation: Registered Charity			
Charity Number: 1047856	Company Number:	CIC Number:	Bencom Number:
When was your organisation established? 15/05/1995			
Aims of your organisation: 1. To support vulnerable, older people in Whitton and the surrounding areas who have long term disabilities, illness or mental health problems, by providing day care facilities which improve their care and quality of life. 2. To provide carers with respite and time for themselves from their caring roles. 3. To be a beacon of excellence for the care of dementia sufferers and provide a life-line that enables people to continue to live in their own home for longer. 4. To promote community connections and equality, and encourage diversity 5. To encourage a family atmosphere and run the centre with a small number of paid staff and many regular volunteers who also gain from their involvement.			

Main activities of your organisation:

Homelink provides a person-centred day care respite service, run by local people. Each new client receives a pre-admission assessment and a personalised care plan is prepared including health monitoring for preventative care and regular reviews of needs, involving liaison with GPs, district nurses, social workers and hospitals.

The needs of the carers are as important to us as the clients' needs, especially now the proportion of clients with dementia is growing. We are currently raising funds to employ a carer support coordinator.

Our nurses play an important role in explaining health conditions to clients and carers and a great strength of Homelink is the stability and continuity of staff so that clients feel comfortable in familiar surroundings with people they know.

We provide talks on health education, advice on nutritional needs and financial issues. We

Your Staff & Volunteers

Full-time:	Part-time:	Trustee/Board members:	Active volunteers:
2	19	8	42

Do you have a Safeguarding policy? **Yes**

Are the following people in your organisation subject to DBS checks?

Paid Staff Yes	Volunteers Yes	Trustees / Management Committee Members Yes
--------------------------	--------------------------	-------------------------------------------------------

Property occupied by your organisation

Is the main property owned, leased or rented by your organisation?	If leased/rented, how long is the outstanding agreement?
Leased	95 years

Environmental Impact**What action have you taken in the past year to progress environmentally sustainability principles and practice?**

Our building which opened in January 2015 is environmentally sound and was built to BREEAM excellent standards.

Our Compliance Committee annually reviews all policies to ensure we are compliant with all regulations and are delivering best practice. With regard to environmental issues we have recently reviewed and updated our Environmental Policy and now give all new volunteers and staff their induction materials electronically rather than on paper. Our gas/electric contract is due for renewal in March 2019 and we will explore green energy suppliers at that time. We are currently recruiting a representative from Homelink to become our Green Ambassador representative.

Finance Details

Organisation Finances

	Year of most recent audited / examined accounts	Current financial year forecast	Next financial year budget
End of financial year date	31/12/2017	31/12/2018	31/12/2019
Grants & donations:	£105,683	£99,166	£104,000
Earned income:	£258,276	£257,221	£272,296
Other income:	£13,706	£19,202	£15,600
Total income:	377,665	£375,589	£391,996
Charitable activity costs:	£370,276	£370,159	£409,231
Cost of raising funds:	£7,525	£12,803	£8,760
Other costs:	£0	£1,237	£0
Total expenditure:	£377,801	£384,199	£417,991
Free unrestricted reserves held at year end:	£178,798	£170,188	£144,193

What is your organisation's reserves policy?

Our policy is to maintain unrestricted reserves of approximately 3 to 6 months of operating costs within the General Fund and Designated Operations Fund. This will allow the charity to have the option of developing new services or expanding current ones in line with the changing needs of the community. It will also ensure that delays in receipt of expected income do not interrupt services or cause financial difficulty for the Charity. In addition, it enables the charity to survive unexpected setbacks and problems arising from internal or external causes. Current free reserves of £170,188 represents five months expenditure.

For your most recent financial year, what % of your income was from statutory sources?
0%

Organisational changes

Describe any significant organisational changes to your structure, financial position or core activities since the date of your most recent accounts.

Our treasurer Peter de Winton has retired from day-to-day finance operations, having recruited a new treasurer and an office assistant to process invoices and data. Peter is still helping with budgeting alongside our new treasurer Paul Fisher. We have a strong and committed board of trustees with a range of complementary skills.

Grant Request

Which of the Trust's programmes and priority areas will your application deliver? Positive Transitions/Older people (choice and control)				
Which of the programme outcome(s) does your application aim to achieve?				
Please describe the purpose of your funding request in one sentence. Making a difference to the lives of older people, most with dementia and their carers - request for assistance with core costs, extending our three year grant by two years.				
When will the funding be required? 01/04/2019				
Is this request to continue work that is currently funded or has been funded in the last year by: City Bridge Trust? Another funder? (if so which) Yes				
How much funding are you requesting?				
Year 1: £39,073	Year 2: £40,208	Year 3: £0	Year 4: £0	Year 5: £0
Total Requested: £79,281				

What 3 main differences or outcomes do you want to achieve through your funding proposal?

80 aged and vulnerable adults, most with dementia, will experience social and intellectual stimulation at Homelink. Their particular needs will be respected and they will be able to choose the activities they want to participate in. Feedback will confirm their quality of life is improved.
80 carers will receive respite and be able to participate in social/leisure activities of their choice. We have seen first-hand through feedback and evaluation that by providing this respite, carers' independence, resilience and quality of life improves, mentally and physically, enabling them to continue in their caring role.
160 carers and clients will receive expert advice and help to access the specialist support services that they need at Homelink and outside Homelink.

What are the main activities or outputs you will deliver to achieve these differences?

**3720 day care places for older men/women (76 places a week for 49 weeks) during Yr 4.
3920 day care places for older men/women, (80/week for 49 weeks) during Yr 5.**

Respite break for carers - older men and women. Over two years this will equate to 38,200 hours respite. A carers break = one day a week for 5 hours.

A minimum of 3 carer support meetings each year - 6 in total with 20+ carers. In addition, and subject to securing funding, a carer support coordinator will be recruited for a one year pilot. We have completed a detailed assessment of this need.

You and your grant request

What, specifically, are you applying for (your project)?

We are applying to extend our three year grant towards core costs, to include 50% employment costs of Homelink's Joint Lead/ Business Manager and 50% of the direct costs of running our services, excluding other salaries.

How will the project described achieve your stated outcomes?

Homelink's client and carer support needs are constantly changing. More people are coming to us with dementia and it is crucial we tailor activities to meet their specific needs and interests, to stimulate their emotional and cognitive responses. We are very aware of the specialist requirements of older people with dementia and the importance of small group activities like drama sessions and music therapy which can stimulate clients who otherwise may not respond at all.

We also recognise the increased demand placed on carers and we have investigated local services available to them and where the gaps are. We support clients and carers holistically so the carer can cope with their caring role for as long as possible.

Strong leadership is crucial during these times of changing needs. The funding from City Bridge gives us the security to plan for growth and provides confidence for other potential funders.

How do you know there's a need for this work?

Statistics produced by Richmond Council show that the number of people aged over 65 living with dementia is expected to rise from 1,986 in 2016 to 2,235 in 2021 ? a 15% increase in five years ? and to 2,561 in 2025 ? a 32% increase in 10 years.

Cared-for people would much rather be at home. But the challenges of living with someone with dementia or other life-limiting condition places a heavy burden on carers. A YouGov poll for the Alzheimer's Society found that 85% of people would want to stay at home for as long as possible if diagnosed with dementia, rather than go into a care or nursing home. Enabling people to live as independently as possible at home is therefore an important aim for dementia services. This is a key aim of our work, alongside providing support for carers, to give them back some independence.

How will the work be delivered - specifically, what will you do?

Homelink's strategic objectives are focussed on supporting each client and carer in such a way that the quality of their lives is the best it can be and the cared-for person is able to stay at home with some independence for as long as possible.

At any one time we care for around 88 vulnerable, older people and 84 of these have carers either living with them or close by. Some of our clients come to us for several years, however the average time is two years and 10 months.

We provide specialist day care places in our purpose-built centre, run by two full-time and 19 part-time staff, including five trained nurses and supported by 50 volunteers, including trustees. The atmosphere is like a happy family and we have a constantly changing programme of activities tailored to client's and carer's needs. There are no other similar facilities within the borough.

Why are you the right organisation to do this work?

We have 21 years of experience of running a highly successful facility. Our last Investor in People accreditation assessment in 2016 stated:

The assessment provided compelling evidence of how you are working to engage and empower people to support your strategy for delivering sustainable high quality client and carer-centred services. You have also been able to introduce new initiatives to improve performance. There was plentiful evidence of how effective you have been in developing people and growing the skill sets needed to realise your strategic plans. IIP

We have rigorous care and management procedures and always give priority to our motto 'Where caring comes first'. The atmosphere in our centre is one of a big happy family that our clients, carers, staff and volunteers contribute to and enjoy. We are a centre of excellence and we share this learning with other social care organisations and with our clients and carers.

How does your work complement and not duplicate other services within your area?

There are many care homes in the area and a few day care centres. One NHS day care facility is much bigger and we hear that staffing often changes, making it difficult for clients to settle. Another charity nearby, runs a programme of pick-and-mix respite activities that people can dip in and out of.

Homelink differs in many respects: we are nurse led and have a stable workforce and volunteer group. We are well known locally and receive a constant stream of referrals from local medical practitioners and through word of mouth.

We plan to recruit a carer support coordinator who will assess carer's needs and develop individual support plans with them. We have undertaken extensive research to ensure we are not duplicating existing services. Carer support agencies do exist locally but none work specifically with older people and carers and they have long waiting lists.

How will you ensure that your project will hear and represent the views and needs of disadvantaged people and/or diverse communities?

Our success is based on respect for each individual and identifying their interests and health needs. If a client is not able to verbalise this, we find out from their carer what their previous interests were and endeavour to introduce activities to spark this interest again. We have developed considerable expertise in dementia care and have introduced many activities known to stimulate senses and cognition: for example reminiscence sessions, music therapy, music performances, dancing, cooking, gardening, games, arts and crafts.

We are also introducing evening activities for clients and their carers - for example supper clubs in partnership with Home Instead.

How does your project engage and empower individuals and/or communities to come together on this issue? Will you be working with people who are particularly excluded?

Homelink was started in 1997 by local people, for local people and this ethos remains to this day with nearly all staff, volunteers and trustees coming from the local area. We are all proud to be giving back to our local community and feel it a privilege to provide services which give carers some independence back and clients a greater quality of life with social interaction.

We rely on feedback so that we can tailor our services to the specific needs of our clients and carers. Our programme is constantly changing, for this reason. We have set up a Carers Strategy Group to explore ways in which Homelink can better support carers. Senior management and trustees have discussed new ideas of supporting carers, have researched what other services exist in community and have set up a Carers Forum Group to ask carers directly how else Homelink can support them.

Is the focus of your project meeting an already identifiable need (acute or otherwise) or are there elements which are preventative and/or incorporate early action?

The focus of our work is meeting identified needs, however, with people living longer and the increasing incidence of dementia, we have recognised that many of our clients come to us when their carers are at breaking point because the dementia of their loved one is far advanced. At this point it can be very difficult for the cared for person to contemplate going into unfamiliar surroundings with people they do not know. Part of the rationale for expanding our carer support services, is to communicate the importance of a socially isolated older person who may have a dementia diagnosis, coming to Homelink for a trial period before they become too disorientated or debilitated.

Who might you need to work closely with in delivering this project - whether before, during or afterwards?

We work with many, many partners: medical practitioners, admiral nurses, staff, volunteers and many external groups. For example:

Two talks for carers - from a local solicitor and from a local carer centre about their services; charity 'Working For Independent Living' (RUILS) run a fortnightly creative writing group for carers; new musical entertainers; regular visits from the Pets as Therapy local group; the children from the local primary school Bishop Perrin visit to present their school assembly to clients; the school choir come to our Christmas carol concert to lead on some of the carols; the Otakar Kraus Music Trust secured funding to deliver music therapy; the local Sainsbury donates flowers for making table centre-pieces and for client flower-arranging activities; volunteers from M&S rejuvenated our garden and donated a bird bath; a volunteer from Kew Gardens gave a talk; Fulwell Golf Club made Homelink their charity of the year.

Our aim as a funder is to help people move positively between any of the four stages of Surviving, Coping, Adapting and Thriving. For your project at which of these stages will most people begin their journey?

Most people are beginning their journey with us at the survival stage and we are encouraging carers to come to us before they reach this stage.

Will there be any elements of this project that will help you or your beneficiaries to reduce your environmental footprint?

We have decided to apply to City Bridge for an eco audit. We had thought that a new building would be automatically eco friendly, without the need for an audit. However, with improved education, we now realise there may be many aspects that we have not considered.

Funding required for the project

*Subsequently
Revised*

What is the total cost of the proposed activity/project?

Expenditure heading	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Salary - Joint lead	42,613	44,075	0	0	0	86,688
NI	4,606	4,790	0	0	0	9,396
Pension	426	441	0	0	0	867
Training	3,500	3,570	0	0	0	7,070
Client transport	7,600	7,752	0	0	0	15,352
Utilities - gas, electricity and water	6,800	6,936	0	0	0	13,736
Entertainment	6,500	6,630	0	0	0	13,130
Marketing	6,100	6,222	0	0	0	12,322
TOTAL:	78,145	80,415	0	0	0	158,560

What income has already been raised?

Source	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Fees/ Homelink contribution	22,000	22,400	0	0	0	44,440
Expected donations/ small grants	10,200	10,404	0	0	0	20,604
TOTAL:	32,200	32,844	0	0	0	65,044

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Garfield Weston	6,873	7,364	0	0	0	14,236
TOTAL:	6,873	7,364	0	0	0	14,236

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Joint lead salary - 50%	21,307	22,037	0	0	0	43,344
NI - 50%	2,303	2,395	0	0	0	4,698
Pension - 50%	213	220	0	0	0	433
Training - 50%	1,750	1,785	0	0	0	3,535
Utilities - 50%	3,400	3,468	0	0	0	6,868
Entertainment - 50%	3,250	3,315	0	0	0	6,565
Marketing - 50%	3,050	3,111	0	0	0	6,161
TOTAL:	39,073	40,208	0	0	0	79,280

Who will benefit?

How many people will directly benefit from the grant per year?

160

In which Greater London borough(s) or areas of London will your beneficiaries live?

**Richmond
Hounslow**

Does this project specifically target any groups or communities?

No - open to everyone

This project will specifically work with the following age groups:

65-74/75 and over

This project will specifically work with the following gender groups:

**Male
Female
Transgender or other gender identity**

This project will specifically work with the following ethnic groups:

**Asian/ Asian British (including Indian; Pakistani; Bangladeshi; Chinese; Any other Asian background)
Black/ African/ Caribbean/ Black British (including African; Caribbean; Any other Black/ African/ Caribbean background)
Mixed / Multiple ethnic groups
White (including English/ Welsh/ Scottish/ Northern Irish/ British; Irish; Any other White background)**

If Other ethnic group, please give details:

This project will specifically work with Deaf and disabled people:

Yes

This project will specifically work with LGBTQI groups:

No

This project will specifically work with other groups or communities:

Carers of disabled people

How will you target the groups/communities you have identified? What is your expertise in providing services for these groups?

Starting in 1997, we are a centre of excellence for respite care for older people who are cared for at home. We have excellent networks and get referrals from professionals and word of mouth. We are well known locally and have good social media presence

Are there any groups or communities you think your organisation will find hard to include through this project?

No

If yes, please specify which groups or communities? Where possible using the categories listed above.

We provide services for older people - not children or young and middle aged people.

If yes, what steps will you take to make your services accessible to and meet the needs of the groups/communities you have identified?

Declaration

I confirm that, to the best of my knowledge, all the information I have provided in this application form is correct. I fully understand that City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Please confirm: Yes Full Name: **Jen Clarke**

Role within **Joint Lead/ Business Manager**
Organisation:

Year end 31 Dec 2019

Funding required for the project - extension funding REVISED

Application for contribution to the costs of CEO

What is the total cost of the proposed activity/project?

Expenditure heading	2019	2020	Total 2019-20
Salary of CEO	50000	51250	101250
NI CEO	5374	5508	10882
Employer pension contribution 5% CEO	2500	2563	5063
TOTAL:	57874	59321	117195

What income has already been raised?

Source	2019	2020	Total 2019-20
Fees/ Homelink contribution	10000	10250	20250
Donations/ small grants received	20000	20500	40500
TOTAL:	30000	30750	60750

Other funders currently considering the proposal?

Source	2019	2020	Total 2019-20
Mercers' Company	7500	7500	15000
Lottery (at Initial enquiry stage)			
TOTAL:	7500	7500	15000

How much is requested from the Trust?

Expenditure heading	2019	2020	Total 2019-20
CEO salary contribution	30000	30750	60750
NI contribution	3224	3305	6529
Pension contribution	1500	1538	3038
TOTAL:	34724	35593	70317

Updated 21.2.19

